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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

July 8, 1936.

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Subject: Printing Allotments for 1937

The 1937 allotment from the Department printing and binding fund for the _____ is $_____.

As you know, the printing fund was increased this year by $54,250. This fact may have led some bureau officials to expect substantial increases in their 1937 allotments. I wish it were possible to grant such increases, but most of the additional money was earmarked for specific uses. For instance, $15,950 of the increase is for soil surveys, $12,000 is for the new book of agricultural statistics; $13,500 is for farmers' bulletins; $5,000 is for technical bulletins; and $1,500 is for the Agricultural Situation. As you can readily see, this leaves us almost exactly where we were a year ago so far as bureau allotments are concerned.

We are again setting up a special reserve for transfers. This fund will permit the Office of Information to pay for items transferred into the new fiscal year, without charging such transfers against the bureau allotments; this seems to be the only equitable method of handling the matter.

Several of the bureaus will be able to do considerable printing with emergency funds this year. In this connection I wish to call special attention to my memorandum to you dated May 16, 1936, notifying you of the rather liberal attitude of the Bureau of the Budget toward the use of emergency funds for printing. I understand allocations will be made to several bureaus very shortly, and it is our plan to ask each bureau to reserve a special fund to pay for forms used in emergency work. This will prevent the drain on the regular printing fund that occurred last year. The existence of special emergency allocations for "job work" will in no way change the general situation regarding payment for printing with emergency funds. It may be worth your while to look over again my memorandum of May 16 on this.

The Department has requested the Joint Committee on Printing for authority to have $35,000 worth of "rush" printing done in the field in the fiscal year 1937. We are asking for only $6,000 of this amount under the regular printing and binding fund. The remainder will apply to special and emergency funds. We have not had a reply from the Committee as yet, but our request was as follows:

Department Printing and Binding fund		$6,000
Appropriation for control of screw worm (Bureau of Entomology and Plant Quarantine)		7,000
Soil Conservation Service		4,000
Emergency Conservation Work		
Forest Service	$4,000	
Soil Conservation Service	3,000	7,000
Emergency Relief Acts of 1935 and 1936		
Soil Conservation Service	3,000	
Forest Service	5,000	
Biological Survey	1,000	
Entomology and Plant Quarantine	1,000	
Public Roads	300	10,300
		$34,300

When a bureau requires field printing under the above authorization and the cost of the work is to be charged to the printing and binding fund of the Department, a written request should be made on the Office of Information. This request should state the necessity for and the urgency involved in obtaining the required material, and should give an estimate of the cost of the work. Provided the need is so urgent that work cannot be done at the Government Printing Office and that the cost is not excessive (to be determined by bids if the cost is to be over $50), and that the contemplated charge against the printing and binding fund is a proper one, the bureau's request will be approved in writing by this office. When the work is completed, duplicate copies of the proper voucher (Standard Form 1034), accompanied by a sample of the job and a certificate of the responsible officer in the field as to the necessity for purchase, should be submitted through regular bureau channels to this office for recording and payment. (I take it for granted that all bureaus are familiar with the certificate which must be made by the responsible field officer and which must be attached to the voucher.)

If special funds - i.e., those other than the regular printing and binding fund - are involved, the bureau should, whenever possible, request authority of this office to have the work done in the field, but the ultimate responsibility for field printing with special funds will rest with the bureau making the purchase. When vouchers covering such printing are received, they should be sent to this office, properly signed and accompanied by the usual certificate; the vouchers should show plainly the fund against which the charge is to be made and, as usual, should be accompanied by a sample of the job. After the Office of Information has recorded the transaction and charged the amount against the total authorization granted by the Joint Committee on Printing, the voucher will be returned to the bureau for payment.

If the bureau has a field or district disbursing officer, that officer should make payment and should forward through the regular bureau channels to this office a sample of each job and a certified copy of the voucher. Again the fund from which payment was made should be clearly indicated.

The Joint Committee on Printing requires a quarterly report on all work performed in the field. We have had considerable difficulty in making up these reports, principally because we have not always had samples of the work. This has proved extremely embarrassing. The Office of Information will make the necessary quarterly reports and send along with them samples of the work, and I wish to ask your constant cooperation in seeing to it that the procedures set forth in this memorandum are rigidly observed, so that we in turn may meet the requirements of the Joint Committee.

The revised copy of the regulations of the Joint Committee on Printing will be forwarded to your bureau within the next few days. Bureau editors, particularly, should study these regulations carefully.

Sincerely yours,

M. S. Eisenhower,
Director of Information.